

Approved For Release 2002/05/02 : CIA-RDP81-00261R000500070016-7

DDA CONFERENCE - 1978

7 April

1530 Depart Headquarters

25X1A

1600

25X1A

1700-1800 Social Hour -

1800 Dinner at Club

2000-2030 Conference Introduction

2030-2100 Report of Support Chiefs' Conference

25X1A

8 April

0700-0830 Breakfast

0830-1000 Report on Division Chiefs' Mtg

1000-1015 Break

1015-1030 DDA On-Duty Strength
Office Directors' Comments

1030-1200 Review of DDA/PDP

1200-1330 Lunch

1330-1530 Other Personnel Related Matters Mess

- a. Problem of Officers (particularly GS-15's) holding positions of grade higher than officer grade.
- b. EEO Statistics and Minority Hiring
- c. Senior Rotation Program
- d. Administrative Trainee Program
- e. SEMP

1530-1545 Break

25X1A

1545-1630 *PMCD* Status of Titles & Charters

1630-1800 Free Time

1800-1930 Dinner —

25X1A

1930-2030 Review of DDA ADP Programs

9 April

25X1A

0700-0830
0830-0900
0900-1000

Breakfast
Support Cnf Conf
Shotgun Topics

- a. State of Directorate Address?
- b. Status of Dual Delegations of Authority
- c. DDA Support to Community - Impact on DDA Ceiling.
- d. Status of Codeword Clearances (access on one for one basis) 25X1A
- e. Record Review - Program at
- f. Stopping Leaks & Inadvertent releases to Public.
- g. STATUS OF TITLES + CLEARANCES

1015-1030

Break

1030-1130

State of Office

Office Directors
(6-8 Minutes each)

1130-1200

Wrap Up.

1200-1330

Lunch 25X1A

1330

Depart

1430

25X1A

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DDA OFFICE DIRECTORS CONFERENCE - 7-9 ^{April} ~~March~~ 1978

1. The following are thoughts on possible agenda items for the conference:

- 25X1A
- a. You might consider inviting [] for one evening. } too much
 - b. You might consider inviting John McMahon for one evening.
 - ✓ c. Report by Helen on result of Division Chiefs' Conference. OK
 - ✓ d. Brad to discuss results of Support Chiefs' Conference. including COVER. (see paper.) OK
 - ✓ e. [] to give status of Titles/Charters legislation and implementation of E.O. OK
 - ✓ f. Something on records review and/or action to prevent FOIA leaks. Gambino. [] 25X1A
 - g. ODP - Review by [] of DDA Computer Programs. (This to be in form of MBO session and would replace a regularly quarterly ODP review.) 25X1A OK

2. Shotgun Topics:

- ✓ a. Problem of individuals, (particularly GS-15's in supergrade slots) holding positions higher than appropriate.
- b. DDA Personnel Ceiling - What can we expect - continuing increase to support community? Reduction because of DDA largest Directorate in Agency? a likely

d. Comparison of current EEO statistics with those of last year or two. Malanin. OK

25X1A

REMINDER FOR THE 1978 OFFICE DIRECTOR'S CONFERENCE

Re photograph of the Office Directors, ^{ILLEGIB}
has expressed a preference for the 8x10 size photo,
rather than the 5x7 size.

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